

MADERA COUNTY

UNDERSHERIFF

DEFINITION

Under administrative direction, to assist the Sheriff in planning, directing, managing, and overseeing the functions, operations, and programs of the Sheriff's Department; to coordinate Sheriff's Department activities and functions with other County departments and outside agencies and organizations; to serve as budget control coordinator; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over management, supervisory, sworn, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assists the Sheriff in planning, directing, managing, and overseeing the functions, operations, and programs of the Sheriff's Department; participates in the development and implementation of Department goals, objectives, and priorities; assists the Sheriff with developing Departmental programs including development of new programs, reorganizations, and changing of operating procedures; assesses and recommends solutions to complex problems affecting Department operations and functions; identifies opportunities for improving service delivery methods and procedures and reviews with appropriate management staff; researches, develops, and reviews Department policy manual and directives; interprets and explains Sheriff's Department programs, policies, and activities; represents the Sheriff's Department to the public, community organizations, and other government agencies; coordinates Department services and activities with those of other divisions and outside agencies and organizations; develops and administers assigned budgets, prepares budget requests, and controls expenditures; evaluates public complaints regarding the activities and personnel of the Department; ensures proper internal investigations of complaints; coordinates County-wide E 9-1-1 Master Street Address Guide; develops and reviews contracts for law enforcement services; supervises concealed weapons permit application procedures; attends and participates in professional group meetings and on a variety of boards, committees, and commissions; stays abreast of new trends and innovations in the field of law enforcement; serves as the Sheriff upon the request or absence of the Sheriff.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, functions, services, and activities of a local law enforcement agency.

Pertinent Federal, State, and local laws, codes, and regulations particularly those related to apprehension, arrest, search and seizure, evidence and records maintenance, patrol, and traffic control.

Criminal investigation methods and procedures including crime scene investigation, interrogation, fingerprinting, and booking techniques.

Modern and complex principles and practices of law enforcement program development and administration.

Knowledge of:

Modern crime prevention and law enforcement methods and procedures including those used in investigation and identification, patrol, traffic control, records management, and care and custody of persons and property.

Law enforcement theory, principles and practices and their application to a wide variety of services and programs.

Recent court decisions and how they affect department and division operations.

Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in court.

Functions and objectives of Federal, State, and other local law enforcement agencies.

Safe driving principles and practices.

Use of firearms and other modern law enforcement equipment.

Local geography, County streets, public buildings, and businesses.

Principles and practices of budget development, preparation, and expenditure control.

Principles and practices of supervision, training, and performance evaluation.

Skill to:

Operate firearms and other modern law enforcement equipment.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Assist with planning, directing, managing, and overseeing the programs, functions, and operations of the Sheriff's Department.

Supervise, train, and evaluate the work of assigned staff.

Maintain discipline and morale among Department personnel.

Develop and prepare an assigned budget and control expenditures.

Formulate, evaluate, and make recommendations on policies and procedures affecting provision of law enforcement services.

Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Gather, assemble, evaluate, and analyze facts and evidence.

Prepare and present accurate and comprehensive reports and recommendations.

Effectively represent the Sheriff's Department to the public, community organizations, and other agencies.

Act quickly and calmly in emergencies.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Madera County
Undersheriff (Continued)

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Six years of increasingly responsible public law enforcement experience including three years of management and supervisory experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in law enforcement and two years of college level course work in police science, criminal justice, public or business administration, or a related field.

License or Certificate:

Possession of appropriate certification issued by the California Commission on Peace Officer Standards and Training.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to travel to different sites and locations.

Must meet physical, background, and job related standards as established by the State of California and Madera County to ensure safety of department personnel and the general public.

Effective Date: May, 1995